

CITY OF BRYAN

JOB DESCRIPTION – 8304-2

Working Title: ASSISTANT CITY ATTORNEY

Career Ladder: BUSINESS PROFESSIONAL

Level: 450

Department: LEGAL SERVICES

SUMMARY AND PRIMARY FUNCTION

Assists city attorney in advising various City departments regarding legal concerns.

PRIMARY DUTIES

Performs legal research and investigates claims and complaints made against the City.

Acts as legal counsel to various boards, commissions and city departments.

Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc.

Provides legal advice and participates in major legal actions.

Prepares, amends or reviews ordinances or resolutions; defends/prosecutes court cases and lawsuits; researches legal questions; and performs other duties as assigned by city attorney.

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence from an accredited law school and license to practice law in the State of Texas are minimum requirements for this position.

Preferred candidates will have 5 years experience as a practicing attorney or at least 3 years of practice as an assistant city attorney in a municipal law office.

KNOWLEDGE, SKILLS AND ABILITIES

Exceptional knowledge of professional practices, principles and theories of law.

Professional knowledge of municipal policies, rules and regulations.

Ability to manage activities requiring continuing coordination, often City-wide.

Ability to interpret and apply broad standards and policies to City operations.

Ability to perform according to established procedure subject to progress review.

Good written and verbal communication skills.

Ability to deal with people in courteous and tactful manner.

SPECIAL REQUIREMENTS AND LICENSES

Licensed by the State Bar to practice law in the State of Texas.

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Telephone, computer, automobile, calculator, copier, and fax machine.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.